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Chief, [REDACTED]

11 May 1950

Acting Chief, [REDACTED]

Operating Procedures

1. Confirming meeting held on 10 May 1950 the following is forwarded for your information and appropriate action in each respective case.

a. All supervisors will inform subordinates of their respective duties. In the event the duties of subordinates have been accomplished, they will report to their immediate supervisor for reassignment to another detail.

b. In order to obtain a fair appraisal of each individual's progress on the job, folders will be established which will contain pertinent information pertaining to the individual. Each individual should be fully aware of their deficiencies on the job. In the event no corrective action has been taken by the individual, appropriate administrative action will be taken in such matters.

c. Foremen of moving crews will be responsible for cleaning all furniture delivered to using offices. Oil-cloths should be furnished each individual assigned to the crew. In addition minor furniture moves will be made at the discretion of the labor foreman, upon request of the using office. However, if the foreman determines that such moves will require a considerable length of time to accomplish, [REDACTED] should be notified in each case. It is advisable that all matters of this nature whereby a delay in pick-up or delivery is involved that the Head [REDACTED] be contacted for further disposition instructions.

d. Whenever deadlines or commitments are made relative to any operation of the [REDACTED] it is advised that personnel in respective operations be notified of such matters. Further, any questions that arise from using offices pertaining to such matters should be directed to the Chief or Asst. Chief, [REDACTED] or other designated individuals.

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Per Memo, 4 Apr 1978  
Auth: NSA REG. 77/17  
Date: 05 APR 1978 By [REDACTED]

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e. Effective 15 through 19 May 1950, PBA laborers will not be assigned to the [redacted] It is requested that a study be made during this period to determine if present CIA laborers are sufficient in number to fulfill obligations of the [redacted] This office should be notified on 18 May 1950 in the event that this arrangement is not adequate.

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[redacted] /mm  
cc Chief, Services Division ✓  
S&I File  
Chrono

*S&I file ✓*

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